MEDICAID MODULE

September 30, 1999
Last Updated January 5, 2009

SWSS Project
USER REQUIREMENTS

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1   INTRODUCTION

1.1   Purpose

Services workers register and open MA cases for youths within their programs (FC and JJ) by filling out a FIA-133a and FIA-5S. It would be effective for the Services Worker Support System to automate this task. SWSS is also tasked with gathering sufficient information for ASSIST/CIS to permit the opening of MA for the youth in out-of-home care who are eligible for the medical assistance program with the exception of youth placed in the training schools.   In addition, the mother and father status codes contained in the Medicaid module trigger to CSES that child support activity is needed. CSES then can access the data warehouse for the child and member information required to initiate child support activity.

1.2   Target Audience

This document is intended for SWSS development staff, who will be developing a Detailed Design document to address the requirements listed in this document. It will also be of interest to development staff charged with maintaining the SWSS automated system.
The following personnel may also be interested:

- SWSS Trainers
- FIA Help desk personnel
- SWSS advance users
- SWSS project staff tasked with developing the User's guide
- Zone Children's services specialists
- CFS Program Office staff

2   MODULE NARRATIVE

The Medicaid Section is used on Foster Care and Juvenile Justice cases only in compliance with Title XIX of the Social Security Act.

There are five options for Medicaid: register, withdraw, open, update, and close.

To register a client for MA, SWSS produces an FIA-133a for MA registration on ASSIST. This can be done at case registration or the FIA-133a can be generated from the Medicaid Section.

Either the primary worker or the supervisor has the option of withdrawing an MA case registration. An FIA-133a is printed to accomplish this withdrawal.

To open Medicaid, answer: "Is the child currently active on another MA case? " If Yes, then the child will not be eligible for Foster Care Medicaid until that case is closed. (To be resolved by policy.)   A SWSS generated Notice to the FIS Worker (FIA-113) may be printed to have them close the other Medicaid case.   If No, not currently active on another MA case, enter the Medicaid opening information and print an FIA-5S.

To update Medicaid, the screen will be the same as the opening Medicaid screen and will allow for changes in either Medicaid or additional insurance, which will produce the MSA 1354 (Third Party Liability Health Insurance Information) and the DCH-0078 (Other Insurance Code Change Request). A routine function is to do a yearly redetermination.

To close Medicaid, indicate the date and reason code for closure. A closing FIA-5S is printed. An FIA-176 (Client Notice) will be printed if the closing code is 98 - other.

FIA staff involved in registering, opening, updating, closing or withdrawing Medicaid:

Children's Services Supervisor	Withdraws MA registration in SWSS
Assist Registration Clerk	Inputs the FIA-133a documented fields into Assist
CIS operator	Inputs the FIA-5S documented fields into CIS
FIS Worker	Upon receipt of FIA-113 FIS closes other Medicaid case
FIA Foster Care or Juvenile Justice Worker	Opens, updates, and closes Medicaid for FC/JJ cases. Update documentation is given to CIS staff and ASSIST staff on the FIA-5S and FIA-133a. Updates to insurance are given to MSA on the MSA 1354, DCH-0078.

3   NAVIGATION FLOW

3.1   Screen Interaction

The user or supervisor will use the Medicaid screen(s) to register, withdraw, open, maintain, and close Medicaid on the SWSS system.

If the user needs to register Medicaid, they will select the "Register Medicaid" option button. They must also answer the question "Is the youth open on another MA Case?"

- If the user answers no, the following may be done:
  1   The options to Open Medicaid, print the FIA-5S, and print the FIA-133 are all enabled.

  2   The panel to enter the opening information is displayed. If the 5S is printed at this point on a SWSS registered case, it should only contain the MA information. None of the service case opening edits should apply.

  3   If the user selects the "yes" option for other insurance coverage, after pressing the "Continue" button, the next screen to be displayed will be the screen to capture other insurance data.

  4   If the user does not check the "Print FIA-5S" box, Medicaid will not be opened on SWSS. The data will be saved but the status of the Medicaid will not be changed to "Open". This allows the user to wait until printing the FIA-5S from the Report Generation section to open both the SWSS case and the Medicaid case.

- If the answer is yes, the following will occur:

  1. The option button to Open Medicaid will be disabled.

  2. The panel to enter the opening information will be hidden.

  3. Display the check box to generate the FIA-113, the label informing the user that the MA cannot be opened on this case until closed in the other, and a box to enter the FIS load number.

  4. A message must be displayed asking if the user wants to generate a FIA113, Notice to FIS. If "yes" is selected, the box to generate the FIA-113 is automatically checked.

  5. The user can proceed with registering Medicaid for this case only if the other case is to be closed. The check box to print the FIA-133 must be checked if the user wants the Medicaid registered on SWSS.

If Medicaid has been registered but has not been opened the user will have the option to withdraw the MA registration. When the "Withdraw Registration" box is checked, the open option is disabled, a box to select the withdrawal reason is displayed, and the medicaid data panel is hidden.

Once opened, the options to Update or Close Medicaid will be enabled; the Register and Open and withdraw options will be disabled.

In Update Mode, the worker must also have the option to add other insurance coverage ~~and if there is other insurance, the user will have the options to update or view the other insurance coverage. If there is only primary insurance the option to add secondary insurance will also be available. ???~~ Mary Ann wants to know if the "ADD function was listed in the requirements)

If the option to view other insurance is selected, the user will be taken to the insurance screens where all fields are disabled. If there is both primary and secondary insurance, the button to display the other insurance will be displayed and enabled. Selecting this button will display the other insurance in "view only" mode.

If the option to update other insurance is selected, the user will be taken to the insurance screen to either update or end the other insurance information once the continue button is pressed. Either of these options will then take the user, upon the continue button being pressed, to a screen that captures reason for the change, what type of supporting documentation is available to substantiate the change/termination, and the option to print the DCH-0078.

If the user is closing the Medicaid case, once the close option is selected, the panel to close MA will be displayed where the user will enter the closing information.

3.2   System Flow

Interfaces with the Title IV A, and IV D, and Title XIX systems have not been electronically effected at this time. This places an additional burden on the Children's services worker to assure data entry into the Assist and CIS systems by generating a document which is submitted to another unit for manual input.

If a Medicaid case is registered or open, it must be withdrawn or closed before the SWSS services case can be closed. SWSS will take the user from the case closing (or legal, for adoptive placements) module to the Medicaid module if Medicaid is still registered or open.

4   REQUIREMENTS LIST

4.1   Screen, Data, Output, and Out-of-Module Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Medicaid module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (MA = medicaid).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

MA-1   SCREEN REQUIREMENTS

MA-1.1There should be a "Medicaid Data Screen"

MA-1.1.1   The following data items must be entered; i.e., they are required

MA-1.1.1.1   Medicaid begin date (MM01YYYY always begins on first of the month)

MA-1.1.1.2   **Medicaid redetermination date cannot be more than one year in the future (default to one year from current date MMYYYY)

MA-1.1.1.3   Third Party Code (see data elements description section of this document for possible values)

MA-1.1.1.4   Mother Status code (make sure it refers to the child's current living arrangement, if the child is under age 18) [Ed. Note: this is not currently implemented.]

MA-1.1.1.5   Father Status code (make sure it refers to the child's current living arrangement) [Ed. Note: this is not currently implemented.]

MA-1.1.2   The following data items may be entered; i.e., they are NOT required

MA-1.1.2.1   Current managed care program (see data elements description section of this document for possible values) not to be enabled for Phase 1 implementation. (This will be needed with the Medical Passport and the interface with DCH.)

MA-1.1.3   There must be a mechanism to Register the MA case on ASSIST (printing a 133a)

MA-1.1.4   **There must be a mechanism to "open" the MA case (printing a 5S)
MA-1.1.5   **There must be a mechanism to withdraw the Medicaid registration.

MA-1.2There should be a mechanism to add, update, or view both Primary and Secondary insurance companies (these are known as Policyholder #1 and Policyholder #2 on the form MSA 1354), known as a "Third Party Liability Health Insurance Information" Add/Change Screen to collect data for the 1354 report, as follows:

MA-1.2.1   Policy holder name (see data elements description section of this document for possible values)

MA-1.2.2   SSN (see data elements description section of this document for possible values)

MA-1.2.3   Employer name (see data elements description section of this document for possible values)

MA-1.2.4   **Employer Address, City, and State (see data elements description section of this document for possible values)

MA-1.2.5   Insurance Company Code/Name (see data elements description section of this document for possible values)

MA-1.2.6   Group/Policy Number (see data elements description section of this document for possible values)

MA-1.2.7   Service/Coverage Code (see data elements description section of this document for possible values)

MA-1.2.8   Certificate/Contract number (see data elements description section of this document for possible values)

MA-1.2.9   Above data should be transferred from PS as available

MA-1.3If other insurance data exists in SWSS (i.e., has been entered), ask whether or not the other insurance coverage is continuing when updating MA information.

MA-1.4If other insurance data exists in SWSS (i.e., has been entered), and the answer to the question regarding continuing coverage is "NO" (i.e., it's not continuing…) allow the user to enter data regarding the change of insurance.

MA-1.4.1   Reason for change:

MA-1.4.1.1   Unemployed/Divorce/Military discharge/Other (see data elements description section of this document for possible values)

MA-1.4.1.2   Date of change (see data elements description section of this document for possible values)

MA-1.4.1.3   Indicate the possible attachments:

MA-1.4.1.3.1 Letters from insurance company

MA-1.4.1.3.2 Letters from employer

MA-1.4.1.3.3 Other (and specific "other")

MA-1.5 If the other insurance coverage is not continuing, and after the data has been entered regarding the change of insurance, allow the user to generate an DCH-0078

MA-1.6 There must be a mechanism for Closing the MA case; i.e., a "Closing Screen"

MA-1.6.1   The following items must be entered; i.e., they are required

MA-1.6.1.1   This field is to pre-fill with the current date. If Negative Action Code 98 is selected, the date is to be changed to 11 days in the future. If the 11th day is not a work day, extend the suspense period to the next work day.

~~MA-1.6.1.1.1   The negative action date is NOT required on the 5S for MA closing (it will be calculated by CIS) if the Negative Action Code is anything other than "98".~~

MA-1.6.1.2   Negative Action Code; see attached "data list" for actual values

MA-1.6.1.2.1   When selecting close code "98", allow mechanism to print the FIA-176 Client Notice and include a 'y' before the "98" when printing the action code on the FIA-5S.

MA-1.6.1.2.2   A 'n' is to be included when printing the negative action code on the FIA-5S if the code is not "98".

MA-2   DATA EDITING REQUIREMENTS

MA-2.1 If an MA case has been registered or opened but subsequent placement, funding, or legal changes make the youth ineligible for MA, the Medicaid module should allow the worker to withdraw or close the case.

MA-2.1.1   If the youth is placed in one of the following living arrangements, the youth is not eligible for MA and, (this is per paula) the message should read: "Child's placement does not permit MA eligibility on the children's services case."

MA-2.1.1.1   01 Own Home

MA-2.1.1.2   03 Legal Guardian

MA-2.1.1.3   12 Jail

MA-2.1.1.4   14 Training School

MA-2.1.1.5   15 FIA Camp

MA-2.1.1.6   20 AWOL

MA-2.1.1.7   22 Out of State Parent

MA-2.1.2   **If the youth is Legal status OTI and not Title IV-E eligible they are not eligible a message sould read: "Medicaid cannot be opened for a non-Title IVE eligible child from another state".

MA-2.1.3   **If the youth is placed with relatives ("02") or Out of state relative ("23") and if the funding source is own family ("1") or self support ("6") then the youth is not eligible, and the message should read: "Child's placement and funding source do not permit MA eligibility on the children's services case." . and if the case is already registered or open, the worker must withdraw/close the MA case

MA-2.1.4   **If the youth is placed outside the state of Michigan (living arrangement 23-27) and youth is not Title IVE Eligible (Service Eligibility Code '13'), then the youth is not eligible, and the message should read: "MA eligibility is the responsibility of the other state." and if the case is already registered or open, the worker should be allowed to withdraw/close the MA case

MA-2.1.5   To withdraw a registration, use ASSIST code 500 (CIS code 999)

MA-2.1.5.1   **Either the primary worker or the supervisor can withdraw a registered MA case.

MA -2.1.5.1.1 Provide the ability to CWFS workers to access and update the Medicaid as if they were the assigned Worker in accordance with the current edits.

MA-2.2 The system must accept and save input from the worker regarding the youth receiving MA on a different case.

MA-2.3 If the youth is receiving MA on a different case then the worker should be allowed to generate a notice to the FIS worker to remove the child from the FIP case

MA-2.3.1 **If MA case was registered, and if the worker wants to withdraw the MA registration, use ASSIST Withdraw code = 500 (CIS code = 999) on the FIA-133a. (Note: it is possible for the worker to leave the youth registered for MA under this case even though the youth is open under another case.)

MA-2.4 **If the youth is receiving SSI benefits with an active MA case, no action should be taken with this case; i.e., don't let them past the splash screen. However, if the MA case is registered or active (by some fluke of nature or conversion) let them in so that it can be withdrawn or closed, as appropriate.

MA-2.5 If the youth is in detention (LA 11) or county treatment facility (LA 17) and if the MA case is registered or open the worker should be prompted to withdraw or close the MA.

MA-2.6 **Youth is not eligible for MA due to placement/funding conditions if placed with unlicensed relative who is receiving FIP and Medicaid for this child. The placement module asks if the relative is receiving FIP for the child. I the answer is 'yes', there is no MA eligibility through the FC or JJ case. If the case is already registered or open, the worker should be allowed to withdraw/close the MA case.

MA-2.7 Youth is not eligible for MA due to excess income and funding source if the youth has property and/or surplus income in excess of $1,000 and is funded by County Child Care Funds. If the case is already registered or open, the worker should be allowed to withdraw/close the MA case.

MA-2.8 **Placement outside the State Of Michigan (LAs 23 to 27) is not eligible for Michigan MA when Title IV-E eligible (i.e., SE 13), and the message should read: "MA eligibility is the responsibility of the other state."

MA-2.9 **If the youth is not Title IV-E eligible (i.e., not SE 13) and they're placed out of state (LAs 23 to 27) the State of Michigan MA remains open.

MA-2.10   Youth is not eligible for MA if placed in a training school or jail (LA 12 or 14). If the case is already registered or open, the worker should be allowed to withdraw/close the MA case.

MA-2.11   If the youth is AWOL (LA 20) the youth is not eligible for MA. If the case is already registered or open, the worker should be allowed to withdraw/close the MA case.

MA-2.12   **If the youth is in own-home placement (LA 01) then s/he is not eligible for MA. If the case is already registered or open, the worker should be allowed to withdraw/close the MA case.

MA-2.13   All date fields must be on or after the child's DOB (except the MA begin date, which must be the same month as the child's DOB if the child was born in the first month of eligibility (remember that MA starts on the first day, and the child may have been born on the second, or the third, or the fourth, etc.))

MA-2.14   If youth is 18 years of age or older, the mother/father statuses may only be 00.

MA-2.15   MA redetermination date is required and may only be one year from the current date (month and year).

MA-2.16 **MA may only be opened on FC and JJ cases; i.e., Adoption cases do NOT open MA in SWSS. MA must be closed at the time the child is placed for adoption.

MA-2.17 Only the primary worker, alternate worker and their supervisors may register or update MA for a case.

MA-2.18 While the MA case is registered any Medicaid fields may be changed.

MA-2.19 **Either the primary worker or the supervisor may withdraw an MA case.

MA-3   OUT-OF-MODULE REQUIREMENTS:

MA-4   MODULE REQUIREMENTS:

MA-4.1 **Placement and Funding Determination must be done before opening MA on SWSS. The initial Funding screen for converted cases asks if the Service Eligibility code which converted is valid for the case. Only three codes are allowed: 13 title IVE, 06 MA recipient and 07 not an MA recipient.

MA-4.2 Case name and case number must appear at the top of each data entry screen.

MA-4.3 For a converted case that converts into SWSS with an open MA case and with a living arrangement that does not allow MA to be open, a message should display that tells the worker to first activate the services case within SWSS and then close the MA case.

MA-4.4 If the medicaid case is converted in as open, the worker should not be allowed to change the begin date. (In general, they can't change the begin date once the MA case is open, except under Corrections Mode.)

MA-4.5 If a SWSS case is registered for MA (either in the Case Registration module or previously in the Medicaid module) the mechanism to "register" the case for MA or to print a FIA-133a should be disabled and not selected (i.e., if greyed-out checkbox is going to print it anyway, so don't check the box if the control is disabled).

MA-4.6 If a SWSS case is open to MA, the mechanism to "open" or "register" the case for MA or to print a FIA-133a should be disabled and not selected).

MA-4.7 If a SWSS case is not open the mechanism to update and close MA should be disabled and not selected.

MA-4.8 If a SWSS case is withdrawn from or closed to MA, the SWSS worker should be allowed to register and open the MA case again, ad infinitum.

MA-4.9 **The MA type must be generated as xxxxx based upon the Eligibility determined in the Funding module.   If the case is registered for MA in Case Registration, the type is "dept ward" and must remain that regardless of Title IVE eligibility.

MA-4.10   If the user performs an action upon the database after the database has timed the user out, SWSS must automatically reconnect to the database and continue working.

MA-4.11   Central Office users (county 84) need inquiry access for case information.

MA-4.12   If the user enters the Medicaid module while in autoflow, autoflow must be 'turned off' and the Continue Flow button changed to Main Menu.

MA-4.13   If open or update Medicaid is selected and the print FIA-5S box is not checked, the user must be asked if s/he wants to print the FIA-5S.

MA-4.13.1 If the user selects 'yes', the FIA-5S must be printed from the Medicaid module with only the Medicaid information.

MA-4.13.2 If the user selects 'no', the data must not be saved and s/he must be given one of the following messages with the option to select OK or Cancel after the message:

MA-4.13.2.1   If the action was to open Medicaid, the message must be "The Medical Assistance case will not be opened."

MA-4.13.2.2   If the action was to update Medicaid, the message must be "The Medicaid Assistance information will not be updated."

MA-4.14   If the user indicates there is other insurance, s/he must be taken to the Health Insurance Information screen to enter the data for all (i.e., primary and secondary) insurances before the opening FIA-5S is printed. The user must be returned to the main Medicaid screen upon completion of this information.

MA-4.15   If the user indicates there is a change in the other insurance coverage, s/he must be taken to the Health Insurance Information screen to change the data. Upon completion of the information, the user should be asked if s/he wants to print the MSA-1354 and/or the DCH-0078. User must be able to select 'Both', 'MSA-1354', 'DCH-0078' or 'Neither'. The user should not be asked if s/he wants to print the FIA-5S. The user must be returned to the main Medicaid screen upon completion of this activity.

MA-4.16   If the youth has a legal status of 40, 46, 52, 90, 91, 92, 93 or 94 and is placed in living arrangement 10 or 21, s/he is not eligible for Medicaid. A message must display stating "Youth's legal status and placement do not permit MA eligibility."   If the case is already registered or open, the user must be permitted to withdraw/close the MA case.

MA-4.17   If the child is not a citizen or qualified alien, Medicaid cannot be opened and, if registered, must be withdrawn. (Citizen/qualified alien information is recorded in the Child Info module.) A message must be displayed stating "Child is not a US citizen or a qualified alien. Medicaid can not be opened, and, if Medicaid has been registered, it must be withdrawn.

MA-4.18   A Medical Assistance case may be opened/maintained for   Legal Status OTI – Delinquent(47) or OTI-Neglect(48), if
   1) the Service eligibility code is 13, and
   2) the living arrangement is 02, and
   3) the provider has an MPS Provider Number with provider eligibility type 61.

MA-5   OUTPUT REQUIREMENTS:

MA-5.1 FIA-133A

MA-5.1.1   **PRINT133 REQUIREMENT: To register the case, a 133a is generated with "Dept. Ward MA" in the Program Choices filed, along with the known information regarding the youth.

MA-5.1.2   **PRINT133 REQUIREMENT: Interview questions for ASSIST MA registration are not to prefill on the bottom of the FIA-133a.

MA-5.1.3   **PRINT133 REQUIREMENT: Petition date are not to prefill with the date of registration.

MA-5.2 FIA-5S

MA-5.2.1   PRINT5S REQUIREMENT: To open the MA case, a FIA-5S must be generated with (details follow)

MA-5.2.1.1   Open Code (default "000") – 53.a.

MA-5.2.1.2   Medicaid redetermination date – 53.b.

MA-5.2.1.3   PAMA code "Q" – 53.c.

MA-5.2.1.4   PAMA status "2" – 53.d.

MA-5.2.1.5   PAMA recipient status "2" – 53.e.

MA-5.2.1.6   Person code "08" – 53.f.

MA-5.2.1.7   Medicaid begin date – 53.g. The day designation must be '01'.

MA-5.2.1.8   Medicaid end date – 53.h.

MA-5.2.1.9   Scope coverage "1F" – 53.i.

MA-5.2.1.10   Other insurance code – 53.j.

MA-5.2.1.11   Eligibility status "4" – 53.k.

MA-5.2.1.12   Mother Status – 53.l.

MA-5.2.1.13   Father Status – 53.m.

MA-5.2.1.14   Citizenship Code – 53.n.

MA-5.2.1.15   MA Managed Care plan code – not applicable

MA-5.2.1.16   Third Party Payee Type Code ("3" or "6") – 51

MA-5.2.2   To close an active MA case, a FIA-5S must be generated with (details follow)

MA-5.2.2.1   **Negative Action code must be selected by the worker entered in field 6:

MA-5.2.2.1.1 **PAMA status "1" should be entered in 53.d

MA-5.3MSA 1354 – Third Party Liability Health Insurance Information

MA-5.3.1   Other insurance code needs to be printed on it

MA-5.3.2   See attached MSA-1354 for detail [Ed. Note: is this current and accurate?]

MA-5.4**DCH-0078 – Other Insurance Code Change Request

MA-5.5**FIA-113 - NOTICE TO FIS WORKER if the Youth is open on another MA case.

MA-5.6FIA 176 - NOTICE OF CASE ACTION is only printed if the closing code is "98".

MA-5.6.1   **When printing the FIA-176, the "Cancelled effective" date should be the last day of the current
        month if the worker closes MA in SWSS before the 16th of the month.

MA-5.6.2   **If the MA is closed within SWSS on or after the 16th of the month the date that should prefill on
        the FIA-176 is the last day of the next month

MA-6   MISCELLANEOUS REQUIREMENTS

MA-6.1**If MA is registered and opened again, the previous negative action date and code should not be
        printed on the 5s.

MA-6.2If the Mother status code or the Father Status code is "05" or "06" then the data (as described in X-1)
        should be collected for the data warehouse in order to transfer the data for CSES.

MA-6.3SWSS must provide for the exchange and referral of information necessary to determine eligibility
        status under other related programs Title XIX (Medicaid) and Title IV-D (Child Support).

MA-6.4SWSS Must record authorization decisions; i.e., funding determination.

5   EXAMPLE OUTPUT

Gather and include the forms and letters generated by this module. If possible, mark up the examples to explain the data fields to show the source or whether or not it is required.

OTHER INSUARANCE CODE CHANGE REQUEST
Michigan Department of Community Health
Medical Services Administration

To: Third Party Liability Division
       Bureau of Medicaid Fiscal Review
       Medical Services Administration

Date
09/29/1999

From:

Worker	Load#
Telephone Number ( ) Ext:	County FIA

SUBJECT:

Case Number	Case Name

PLEASE CHANGE THE OTHER INSURANCE(OI) CODES FOR THE FOLLOWING RECIPIENTS:

RECIPIENT NAME	ID NUMBER	CURRENT CODE	CODE SHOULD BE

REASON FOR INSURANCE CHANGE:(Attach a completed MSA 13-54 if due to a change of insurance carrier(s):

☐ DIVORCE Date of Divorce:	☐ MILITARY DISCHARGE Date of Discharge:
☐ OTHER Date and Reason:	☐ UNEMPLOYMENT Date of Termination

Coverage Termination Date:

PLEASE ATTACH DOCUMENTATION TO SUBSTANTIATE A REQUEST TO TERMINATE/CHANGE INSURANCE COVERAGES:

☐ ATTACH LETTERS From Insurance Company	☐ ATTACH LETTERS From Employer

☐ OTHER(Specify/Attach Documentation):

MSA-757(Rev. 8-96) Previous editions obsolete.
Printed: 09/29/1999 @ 2:55:25PM

Board Members

STATE OF MICHIGAN

322 E. Stockbridge
Kalamazoo, MI 49001

JOHN ENGLER, Governor
FAMILY INDEPENDENCE AGENCY
DOUGLAS E. HOWARD, Director

August 30, 1999

Burks William
7280 East Michigan
Kalamazoo, MI 49001

3900008401

Notice of Case Action

Your assistance under the Medicaid program for ▮▮▮▮ will be canceled effective 08/30/1999. We have not made a determination of your elgibility beyond the effective date shown. You may be eligible for further assistance, but to have this determination made, you must make a new application.

This action is in accordance with Services Manual Items 902.11. If you have any questions about this action, please contact the worker at the Kalamazoo County County Family Independence Agency at:

322 E. Stockbridge
Kalamazoo, MI 49001

If you want an appointment to discuss this case action with your worker and that worker's supervisor, contact your local office. If you believe this action is illegal, you may request a hearing. A request for a hearing must be in writing and signed by you or your authorized representative. You may be represented by an attorney or other person of your choice, but the Family Independence Agency does not pay for legal expenses. You may contact your local Family Independence Agency office to find out if free legal help is available.

If you request a hearing, your request must be received within 90 days from the date of this notice or it will be dismissed as untimely. If the Family Independence Agency receives a request for a hearing within 11 days after the effective date of this action, your assistance will be reinstated at its former level. If the Family Independence Agency's proposed action is upheld in the hearing decision, or the hearing request is withdrawn, or you or your representative do not appear at the hearing, you will be required to repay Family Independence Agency for any assistance which would not have been received had a hearing not been requested.

If you believe this action is illegal and wish to request a hearing, state your reasons on the back of this notice. Mail or bring it signed and dated below, to the hearings coordinator at your local Family Independence Agency.

Signature_____ Date_____

The circumstances under which assistance is continued if a hearing is requested is covered in the above statement.

Tom Schroeder
322 E. Stockbridge
Kalamazoo, MI 49001
(517)241-7982

The Family Independence Agency will not discriminate any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing etc. under the Americans with disabilities act, you are invited to make your needs known to an FIA office in your county.

FIA-176 (06/07/1999)

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

ASSIST SERVICES REFERRAL REGISTRATION AND CHANGES - Michigan Family Independence Agency

This document was created by the SWSS Application, Log No.:**47058**

1. Case Name		2. Homeless	3. Living Arrangment	4. Case Number
		N	CFC	A

5. Residential Address

a. Attn: Care Of

b. Misc. Address Info.

c. Street Address

d. 2nd Address Info.

e. City	f. State	g. Zip Code
KALAMAZOO	MI	49001-0000

h. Home Phone	i. Alt. Phone	i. TTY/TDD
	( )	

6. Group Mailing Address (Address Interfaced to CIS for mailing purposes)

a. Attn: Care Of

b. Misc. Address Info.

c. Street Address

d. 2nd Address Info.

e. City	f. State	g. Zip Code

7. Residence County / District	8. Service County / District
39 00	39 00

9. Representative Type

10. Representative Name / Agency Name (Payees, Contacts, 3rd Party(see page 2 for Rep. Address and Phone Number

11. Initial Client Name, Demographic Information, Registration Program Choices and Withdrawal/Denial Disposition (Additional Clients on following pages)

a. Last Name, First Name, M.I., Suffix	b. Grantee	c. Primary Language	d. Client ID	e. Social Security No.	f. Date of Birth	g. Estimated Date of	h. Sex
	Y	English			04/01/1999	N	M

j. Migrant Indicator	k. Race Code	l. Multiracial	m. Secondary Race Code 1.		n. Hispanic	o. Tribal Doc.
N	N	N		2.	N	V

Member Detail (Check appropriate Box if "yes: ☐ Parent of Child ☐ School Full Time	n. Program Choices	o. Wdl / Den Code
☐ Newborn ☐ Disabled ☐ Caretaker of Disabled Spouse/C ☐ Pregnant ☐ Refugee	Program 1 Program 2	Program 1 Program 2

Program 1

Dept. Ward MA

Service Registration, Referral or Change Data

28. Referral/Change Date	58. Worker Signature	14. Load Number			
08/31/1999		District	Section	Unit	Worker
		00	00	84	01

28. Referral Narrative:

FIA-133 facsimile Crystal Reports (SWSS App.)
Printed: 08/31/1999 @ 9:57:34AM

Page 1 of 2

Printed: 8/31/99   9:57:34AM

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

THIRD PARTY LIABILITY
HEALTH INSURANCE INFORMATION

Michigan Department of Community Health

FIA Case Name ███████				Date 9/2/99		
FIA Case Number K████A	Log # 93291	Co 39	Dist 00	Sec 00	Unit 00	Wkr 01
AP Worker Name ███████			Worker Phone No ███████			

INSTRUCTIONS:
- Do NOT complete SHADED areas
- Please PRINT or TYPE
- Retain part 2 (yellow) in FIA Case File

- Mail Part 1 (white) to :
> **MEDICAL SERVICES ADMINISTRATION**
> **THIRD PARTY LIABILITY DIVISION**
> **P O BOX 30479**
> **LANSING MI 48909 - 7979**

SECTION 1 - Policyholder #1

Policyholder #1 Information :

Policyholder Name (Last, First, Middle) ███████	Employer Name ABCD Co
Social Security Number ███████	Employer City and State ███████
Insurance Company Name Aetna Life/Casualty Insurance Company	Group / Policy Number 4445435 · Certificate/Contract Number 53453
Service / Coverage Code (BC/BS) 454353	Carrier ID Number · Coverage Type

Recipient Information : Include the policyholder (if applicable) and any other adults and all children covered under Policyholder #1.

Recipient Name (Last, First , Middle)	Recipient ID No.	Recipient Name (Last, First , Middle)	Recipient ID No.
Recipient Name (Last, First , Middle)	Recipient ID No.	Recipient Name (Last, First , Middle)	Recipient ID No.
Recipient Name (Last, First , Middle)	Recipient ID No.	Recipient Name (Last, First , Middle)	Recipient ID No.

SECTION 2 - Policyholder #2

Policyholder #2 Information :

Policyholder Name (Last, First, Middle)	Employer Name
Social Security Number	Employer City and State
Insurance Company Name	Group / Policy Number · Certificate/Contract Number
Service / Coverage Code (BC/BS)	Carrier ID Number · Coverage Type

Recipient Information : Include the policyholder (if applicable) and any other adults and all children covered under Policyholder #2 .

Recipient Name (Last, First , Middle)	Recipient ID No.	Recipient Name (Last, First , Middle)	Recipient ID No.
Recipient Name (Last, First , Middle)	Recipient ID No.	Recipient Name (Last, First , Middle)	Recipient ID No.
Recipient Name (Last, First , Middle)	Recipient ID No.	Recipient Name (Last, First , Middle)	Recipient ID No.

SECTION 3 - Insurance Cards

- **Attach copies (back & front) of any insurance cards for anyone covered under either Policyholder #1 or**
- **Also attach copies (back & front) of insurance cards for any additional coverages (i. e. vision or dental) available to those policyholders.**

MSA-1354 Facsimilie(12/96)

6 DATA ELEMENT DESCRIPTIONS

A table of all the data elements entered within this module. For each item, describe its range of acceptable values. Designate items as being required for ASSIST, CIS, LICENSING or AFCARS (and any combination thereof). Also describe what other modules check these values.

Show validation tables of combinations of data. Are there data dependencies?

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ Out Put Document
Is youth open on another MA case? Y/N	Yes or No?	alpha	1	required	no
If Y, Generate Notice to FIS to close youth (FIA 113)	Currently both check box and Pop up box: Yes or No?	alpha	1	optional	no
Enter FIS load number	County /District/ Section/ Unit/ Worker number	numeric	10	optional	no
If N, continue flow to register /open MA case					
Case Registration					
Dept Ward MA		Alpha		Required	FIA-133a field 11.p
Print 133a to Register Medicaid	Check box		1	Conditional	
Case Opening Complete on screen					
MA begin date	MM01YYYY	numeric	8	required	FIA-5S 53.g
MA redet date	MMYYYY	numeric	6	required	FIA-5S 53.b
Third Party Code	See Code Table Repository	numeric	1	required	FIA-5S 51
Mother Status Code	See Code Table Repository	numeric	2	required	FIA-5S 53.1
Father Status Code	See Code Table Repository	numeric	2	required	FIA-5S 53.m
Current Managed Care Plan	See Code Table Repository	numeric	2	required	FIA-5S – not applicable?

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ Out Put Document
The following prints on the FIA-5S as a default unless the Third Party Liability Health Insurance Information Screen is completed, see below					
Other Insurance Code	See Code Table Repository	numeric	2	required, default 00	FIA-5S 53.j
The following information fills in on the FIA 5S without changing:					
Q		Alpha	1	Default	FIA-5S 53.c
PAMA code 2		Numeric	1	Default	FIA-5S 53.d
MA end date (99999999)		Numeric – all 9s	8	Default	FIA-5S 53.h
Open Code 000		Numeric	3	Default	FIA-5S 53.a
Recipient PA-S 02		numeric	2	default	FIA-5S 53.e
Person code 08		numeric	2	default	FIA-5S 53.f
Scope coverage 1F		alpha and numeric	2	default	FIA-5S 53.i
Eligibility status 4		numeric	1	default	FIA-5S 53.k
Citizenship code A = US citizen		alpha	1	default	FIA-5S 53.n
MA case closing					
Negative Action Code	See Code Table Repository	alpha and numeric	4	required	FIA-5S field 6
Negative Action Date	System generated unless N098	Numeric	8	Required if N098 is used	FIA-5S field 6
Print FIA-176? Y/N	yes / no?	alpha	1	required if N098 is used	CIS generates FIA 1605 notice if Y is used
case name	pre-fill from child data	alpha		required	
case number	pre-fill from child data	alpha and numeric	9	required	
effective date	date of negative action	numeric	8	required	FIA-176
county name	pre-fill	alpha		required	FIA-176
county address	pre-fill	Alpha and numeric		required	FIA-176
Is there other insurance coverage?					

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ Out Put Document
Y/N					
Third Party Liability Health Insurance Information Screen	Radio buttons – select either primary or secondary				
Primary Insurance / Secondary Insurance	Pick list of members from member info. screen			required	
Referral Members	Displays from selected member			required	MSA-1354
SSN	Check box	numeric	9	conditional	MSA-1354
Print MSA 1354				conditional	
employer name		alpha and numeric		required	MSA-1354
employer address		alpha and numeric		required	MSA-1354
insurance company name includes Other Insurance Code		alpha and numeric		required	MSA-1354
group / policy number		alpha and numeric		required	MSA-1354
service / coverage code		alpha and numeric		required	MSA-1354
certificate / contract number		alpha and numeric		required	MSA-1354
to generate MSA 1354	pre-fill from child data				
case name	pre-fill from child data	alpha		required	MSA-1354
case number	pre-fill from child data	alpha and numeric	9	required	MSA-1354
worker load #	pre-fill based on load number	numeric	10	required	MSA-1354
worker name	pre-fill based on load number	alpha		required	MSA-1354
worker phone #	pre-fill case name	numeric	10	required	MSA-1354
recipient name	pre-fill from child data	alpha		required	MSA-1354
recipient number		numeric	10	required	MSA-1354

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ Out Put Document
Is the other insurance coverage continuing ? Y/N	yes / no? question will only appear if Third Party Liability Insurance Information screen has been completed and Update Other Insurance has been selected.	alpha	1	conditional - default Y	
Y = no action					
N = **to generate MSA 757**	Pre-fills				
worker name	Pre-fills	alpha		required	MSA-757 (DCH-0078)
worker load #	Pre-fills	numeric	10	required	MSA-757 (DCH-0078)
worker phone#	Pre-fills	numeric	10	required	MSA-757 (DCH-0078)
County FIA	pre-fill from child data	alpha		required	MSA-757 (DCH-0078)
case number	case name from child data	alpha and numeric	9	required	MSA-757 (DCH-0078)
recipient name	recipient ID from child data	alpha		required	MSA-757 (DCH-0078)
ID number	Prior "other insurance code" number– instructions need to says to attach MSA 1354 if change is due to change in insurance carrier	numeric	10	required	MSA-757 (DCH-0078)
If changing from one company to another: current code	New "other insurance code" from table	numeric	2	conditional	MSA-757 (DCH-0078)
code should be	Check if reason for change	numeric	2	conditional	MSA-757 (DCH-0078)
Divorce		Alpha	1	Conditional	MSA-757 (DCH-0078)
Date of Divorce	Check if reason for change	Numeric	8	Conditional	MSA-757 (DCH-0078)
Military Discharge		Alpha	1	conditional	MSA-757 (DCH-0078)

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ Out Put Document
Date of Discharge	Check if reason for change	Numeric	8	conditional	MSA-757 (DCH-0078)
Employment Termination		Alpha	1	Conditional	MSA-757 (DCH-0078)
Date of Termination	Check if reason for change	Numeric	8	Conditional	MSA-757 (DCH-0078)
Other (explain)		Alpha	1	Conditional	MSA-757 (DCH-0078)
Date of change		Numeric	8	Conditional	MSA-757 (DCH-0078)
Reason		Alpha		Conditional	MSA-757 (DCH-0078)
List of attachments					
Attach letter from insurance company					
Attach letter from employer					
Other (Specify / Attach Documentation					

7   HELP MESSAGES

There are to be three levels of help available: Screen, which describes how the process for the current module is supposed to work, Context-Sensitive, which describes a particular data field on the screen, and Status Panel, which offer hints about the field or command button with the current focus.

7.1   SCREEN (Section or Module level. Offers an entry point to the big help file.)

7.2   CONTEXT-SENSITIVE ("F1", aka "detail" aka "Louie light fingers")

7.3   STATUS PANEL MESSAGES (formerly known as "Field Level" and "Baby" before that.)

MA-7   Module: Medicaid

Field	New Message
Register Medicaid	Select to register Medicaid
Is youth open…Y	Select if child/youth is currently active on another Medicaid case
Is youth open…N	Select if child/youth is not currently active on another Medicaid case
Enter FIS Load #	Enter current FIS load number
Open Medicaid	Select to open Medicaid case
Update Medicaid	Select to enter additional information for Medicaid
Withdraw MA Registration	Select withdraw code
Close Medicaid	Select to close Medicaid
Negative Action Date	Enter negative action date
Negative Action Code	Select negative action code
Print FIA-176 Client Notice	Select to print
Print FIA-5S to Maintain…	Select to print
Print FIA-133a to register	Select to print
Medicaid begin date	Enter Medicaid begin date (MM/DD/YYYY)
Medicaid redetermination date	Enter Medicaid redetermination date (MM/DD/YYYY)
Third Party Code	Select Third Party code
Mother status code	Select mother status code
Father status code	Select father status code
Current managed care program	Select current managed care program
Is there other insurance coverage? Y	Select if other insurance coverage
Is there other insurance coverage? N	Select if no other insurance coverage
Cancel	Select to go back without saving changes
Continue	Select to go to next screen
Name	Enter employer name
Address	Enter street address
(supplemental address field)	Enter supplemental address
City	Enter city
State	Select state
Zip Code	Enter zip code
(supplemental zip field)	Enter additonal 4 digits, if known
Insurance Company Name	Select insurance company name
Group/Policy Number	Enter group/policy number
Service/Coverage Code	Enter service/coverage code
Certificate/Contract Number	Enter certificate/contract number
Previous	Select to go back without saving changes
Continue	Select to go to next screen

8 MODULE DEPENDENCIES

Funding Determination and Placement information must be entered before the Medicaid module can be accessed.

9   SCENARIOS

The requirements scenarios that call for data entered by this module.

10 TEST PLAN

11 SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

11.1 Original Requirement

<div align="center">

CHILDREN'S *SWSS*
REQUIREMENTS FORM

</div>

Assigned Policy Analyst:	**Pat Wilson**
Date Received By BuIS:	
Requirement # (from BuIS)**:**	

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

902.11 p.1 "All youth committed to the Dept. or placed with the Dept. by a court who are in out-of-home care are eligible for the Medical Assistance (MA, Medicaid) program with the exception of youth placed in the training schools. Therefore, the children's services worker is to provide sufficient information to CIS to permit the opening of MA for the following youth in out-of-home care."

2. SWSS INTEGRATION. Describe how this process should be integrated into the *SWSS* application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

Medicaid (MA) Data Screens - Child Foster Care Menu, follows the Medical Data screen. There are 4 screens proposed to be within Medicaid.
1. Medicaid Data Screen
2. MA Opening
3. Third Party Add / Change Screen
4. MA Closing
Detailed information for each of these screens is attached.

3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. *Use Word document DATAFRM.DOC. Attach completed document to this form.*

See attached data element document.

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

BUILD IN SYSTEM EDITS FOR THESE: Include the message that follows each:
   * Youth receiving SSI benefits with an active MA case, no further action can be taken. SWSS would know from Funding Determination Screen. **Youth is receiving SSI benefits with an active MA case, no further action can be taken.**
   * Youth is placed with unlicensed relative who is receiving funding and Medicaid for this child. SWSS would know from Funding Determination Screen. **Youth is not eligible for MA due to placement / funding conditions.**
   * Youth has property and / or surplus income in excess of $1,000 and is funded by County Child Care Funds, no further action can be taken. SWSS would know from Funding Determination Screen. **Youth is not eligible for MA due to excess income and funding source.**
   * Youth is placed outside of the state of Michigan, SWSS would know from living arrangement. (LA 18) No further action can be taken. **Placement outside the state of Michigan is not eligible for Michigan MA.**

   * Youth placed in a training school or jail. SWSS would know from living arrangement. (LA 14 and LA 12) No further action can be taken. **Youth is not eligible for MA due to placement.**

   * Youth is placed in detention (LA 11) or county treatment facility (LA 17) more than 30 days, MA must be closed, message will be built in to the placement screen as a reminder. **MA case must be closed if placement lasts over 30 days.**

Element Name	Edit Description
Living Arrangement	LA 01, 12, 14 and 18 are not eligible for MA from placement screen
Funding Determination	SSI recipients, CCF youth with excess income and youth placed with relatives who are receiving benefits for the youth are not MA eligible.

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

Out put documents: Examples of each are attached.

FIA-133 (from screen 2) see example on page 12

FIA-5S (from screens 1 and 4) see example on page 13

MSA 1354 (from screen 3) see example on page 10

MSA 757 (from screen 3) see example on page 11

Notice to FIS worker (from screen 2) see example on page 6

Client Notice of Case Action (from screen 4) see example on page 9

6. TRAINING ISSUES *. Describe any procedures contained in these specifications that have been identified as possible training issues.

Placement and Funding Determination must be done before opening MA on SWSS due to system edits. The importance of Third Party Liability (children who have health insurance other than MA) and Mother / Father Status Codes (for child support collection) will need to be stressed in training.

7. TESTING ISSUES *. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

None, other than testing system edits.

8. POLICY ISSUES *. Describe any policy issues that arose as a result of these changes.

Policy changes in Medicaid are being taken into consideration in development of this screen.

9. DEPENDENCIES. List any dependencies. Include conversions.

Two CIS elements have been identified for conversion of open cases. Medicaid Redetermination Date: MMYYYY (CIS CB-MRDT) and Third Party Code:(__)
(CIS-ACCT-RTYPE).

10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
BuIS Analyst:		

* Revised on 12/12/96

11.2 Memos and Emails

11.2.1   Memo September 21, 1999

To: Sue London, Director   date: September 21, 1999

From: Mary Ann Jensen, Consultant
        SWSS Policy
        Child and Family Services Administration

Subject: Medical Assistance Documentation

We have carefully reviewed the User Requirements document on the Medicaid Module and have the following comments:

One general comment: Change the word 'worker' to 'user' throughout the document.

Page 1, Purpose: The third sentence (It is also important to save a history of Medicaid case openings within SWSS.) should be deleted. CIS keeps this history so it is not needed, and may not be accurate, in SWSS.

Page 1, Purpose: The last sentence should be deleted and the following added: "In addition, the mother and father status codes contained in the Medicaid module provide a trigger to CSES that child support activity is needed. CSES then can access the data warehouse for the child and member information required to initiate child support activity."

Page 1, Target Audience: Add CFS Program Office staff.

Page 2, Module Narrative, paragraph 4, and **outstanding issue #12**: Change to "A *Either the primary worker or the* supervisor ..."

Page 2, Module Narrative, paragraph 5, and **outstanding issue #4**: This question is always active on the screen. It is even asked at case registration. If the youth is active on another MA case, SWSS should not permit registration of an additional MA case unless the other case is to be closed. The statements "The system must accept and save input from the worker regarding the youth receiving MA on a different case" (MA-2.2) and "...the worker should be allowed to generate a notice to the FIS worker to remove the child from the FIP case" (MA-2.3) are both correct. This ties in with #5 under the first bullet on page 3. "The worker can proceed with ~~the~~ registering Medicaid for this case *only if the other case is to be closed."*

Page 2, Module Narrative, paragraph 7: Change the last sentence to read: "An FIA-176 (Client Notice) ~~may~~ *will* be printed *if the closing code is 98 – other.*"

Page 3, Navigation Flow, bullets: The document would 'flow' better if the bullets were reversed; i.e., the results of an answer of 'no' should precede the results of an answer of 'yes'.

Page 3, Navigation Flow, second bullet, #1. If the 5S is printed at this point on a SWSS registered case, it should only contain the MA information. None of the Service case opening edits should apply.

Page 3, third paragraph from bottom: Change to read "If Medicaid ~~is only~~ has been registered *but has not been opened* ..."

Page 3, next to last paragraph: "Once opened, the options to Update or Close Medicaid will be enabled; the Register and Open *and withdraw* options will be disabled.

Page 3, last paragraph: "In Update *Mode*", the worker must also have the option to **add** other insurance coverage. (Unless an 'add' function is a separate function which we did not see listed in the documentation.)

Page 4, System Flow: Change the last line of the first paragraph to read "…. document which is ~~walked over~~ *submitted* to ……" Add the following sentence to the end of the second paragraph. "*SWSS will take the*

user from the case closing (or legal, for adoptive placements)module to the Medicaid module if Medicaid is still registered or open."

Page 5, MA-1.1.1.2: add "... date **cannot be more than one year in the future** (default ..."

Page 5, MA-1.1.4: change the word "should" to "must".

Page 5, **MA-1.1.5** (addition): There must be a mechanism to withdraw the Medicaid registration.

Page 6, MA-1.2.4: Delete "Of Michigan". The employer could be in another state.

Page 8, Data Editing Requirements, MA-2.1.1: If the MA case is open (or converts in open), SWSS must allow access to the MA module for closing 5S.

Page 8, MA-2.1.2, and **outstanding issue #3**: There should be a message advising the user that "Medicaid cannot be opened for a non-Title IVE eligible child from another state." Note: The IVE eligibility in this situation is located in the child data section not funding.

Page 8, MA-2.1.3 and MA-2.1.4: SWSS must allow access to the Medicaid Module in order to close the MA case if it is active. (See MA-2.6)

Page 8, MA-2.1.4: Change to read "and the ~~funding source is Title IVE ("2")~~ **youth is not Title IVE Eligible (Service Eligibility Code '13'**) ..."

Page 8, MA-2.1.5.1, and **outstanding issue #12**: ~~Only~~ **Either the primary worker or** the supervisor can withdraw a registered MA case.

Page 9, MA-2.3.1 and **outstanding issue #15**: The MA case should only be registered if the worker has generated the notification to the FIS worker to close the current MA case. Permitting other cases to be registered for MA will create the bureaucratic need to withdraw the registration at a later date and, if the registration is not withdrawn timely, a 'standard of promptness' issue for the local offices. The correct codes are **ASSIST Code 500 (CIS Code 999).**

Page 9, MA-2.4: Delete ~~(Data would have been entered on Funding Determination.)~~ User must have access to screen to withdraw registration or to check that MA is active on another case.

Page 9, MA-2.6: Change wording to "…. with unlicensed relative who is receiving ~~funding~~ **FIP** and Medicaid …:" and add at the end "***The placement module asks if the relative is receiving FIP for the child. If the answer is 'yes', there is no MA eligibility through the FC or JJ case.***"

Page 9, MA-2.8 and MA-2.9: Change to read "... Title IVE ~~funded (i.e., not FS 2)~~ **eligible (i.e., not SE 13**) …."

Page 9, MA-2.12: Change to read "…. then ~~MA~~ **s/he** is not eligible **for MA**.

Page 10, MA-2.16: Add at the end "***MA must be closed at the time the child is placed for adoption.***"

Page 10, MA-2.17: The **secondary** worker may not do this activity. The reference should be to the **alternate** worker.

Page 10, MA-2.19 and **outstanding issue #12**: ~~Only~~ **Either the primary worker or** the supervisor can withdraw a registered MA case.

Page 11, MA-3.8: For clarity, the second line should be changed to read "…. conditions if placed with unlicensed relative who is receiving ~~funding~~ *FIP* and Medicaid…."

Page 11, MA-3.9: Change to read "…. then ~~MA~~ **s/he** is not eligible **for MA.**

Pages 11 &12, MA-3.12.1, MA-3.12.2, and MA-3.12.3: The word "service" should be inserted before 'eligibility code' in each description.

Page 12, MA-3.14: With regard to the Wayne County Juvenile Justice Block Grant, the County of Wayne is also responsible for applying for MA. The SWSS MA case <u>must be closed</u> even though there is an active foster care case. When a dual legal status is entered for these cases, the pop-up message should direct the worker to Medicaid to **close** the case.

Page 12, MA-4.1: Delete [Ed. Note: converted funding data may be invalid and a complete Funding Redetermination ought to be done, but there is no way for SWSS to flag this; it is up to the worker to make that call.] Add "***The initial Funding screen for converted cases asks if the Service Eligibility code which converted is valid for the case. Only three codes are allowed: 13 Title IVE, 06 MA recipient and 07 not an MA recipient.***"

Page 12, MA-4.3: Why must the SWSS case be opened first? MA converts into SWSS open. The user does not have to activate it within SWSS. For a converted case, MA should be able to be closed, if necessary, while the case is in a registered state. Workers will forget to go back and close the MA case after opening.

Page 12, MA-4.5 through MA-4.7: Please clarify the (i.e., ….).

Page 13, MA-4.9: "MA type" is required at registration. This statement is fine if MA is being registered from the MA module. It will not work if registering MA from the Case Registration module. If the case is registered for MA in Case Registration, the type is "dept. ward" and must remain that regardless of Title IVE eligibility. Note: MA-5.11, print 133, says type is "dept. ward".

Page 13, MA-5.1.2 and **outstanding issue #11**: The interview questions are **not** to prefill on the FIA-133a. The worker can check any that are necessary.

Page 13, MA-5.1.3 and **outstanding issue #11**: The petition date cannot be used for the registration date. The case registration date should be used.

Page 14, MA-5.2.2.1: A negative action code must be selected by the worker.

Page 14, MA-5.2.2.1.1: The PAMA Status of "1" should be entered in 53d.

Page 15, MA-5.3.2: The latest revision date of the MSA-1354 is 12/96. If that is the version you have, it is the current version.

Page 15, MA-5.4.1: The latest revision date of the DCH-0078 is 7/97. If that is the version you have, it is the current version.

Page 15, MA-5.5.1: The FIA-113 is current and accurate.

Page 15, MA-5.6.1 and MA-5.6.2 and **outstanding issue #5**: The FIA-176 is only printed if the closing code is "98" other. In all other instances, the notice is generated by CIS.   MA-5.6.2 is correct as written. Delete the reference to Community Health.

Page 15, MA-6.1: If MA is registered and opened again, the previous negative action date and code should **not** be printed on the 5S.

OUTSTANDING ISSUES (not addressed above)

#2. Which bullet (there are 4) contradicts CIS Manual Chapter 17, page A-3, Item 6?
Medical Assistance Documentation
September 21, 1999
Page -5-

#6. If the negative action code is '98', the negative action date will depend on the current date. If the current date is on or before the 15th of the month, the negative action date is the end of the same month. If the current date is on or after the 16th of the month, the negative action date is the end of the next month.

#7. The FIA-176 should print automagically (automatically/), and there should be a prompt to remind the worker about the print job.

#8.   The correct statement is "If the youth is 18 years of age or older……"

#9.   Please let us know which Test Plan edits conflict with which ensuing memos.

#10. The MA redetermination date should default to one year from the current date. It can be changed by the user to be less than one year.

#13. Medicaid for the children of wards will not be handled by SWSS. It will continue to be handled under the current processes.

#14. The MSA has been replaced by the DCH-0078. Yes, that is to be made policy for SWSS.

Please let me know if you need additional information.

cc: Carol Kraklan
      Phil Rock
      Sue Doby
      Nancy Presocki

11.2.2   Memo August 31, 1999

STATE OF MICHIGAN

FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Mave Coxon, Analyst
        ASSIST   **Date:**   August 31, 1999

From: Mary Ann Jensen, Consultant
        SWSS Policy
        Child and Family Services Administration

Subject: Medical Assistance Eligibility

As part of the SWSS development effort for the children's services programs, we have encountered an issue in the SWSS registration (and provision of the FIA 133a) of a case for Medical Assistance. As we understand the way ASSIST is formatted, there are two Medical Assistance categories for children/youth who are the responsibility of FIA (Title IVE Recipient or Department Ward).

When the children's services staff receive a new case from either protective services or the court, the first thing they do, on SWSS, is to register the case for both services and Medical Assistance (if appropriate) and print an FIA-133a for input into ASSIST. At that point in time, staff do not know whether or not the child will be eligible for Title IVE funds. SWSS is programmed to register the MA case as a 'Department Ward' so that prior FIP case can be closed and the MA case be opened while the Title IVE eligibility is being determined. (With the TANF changes, FIP eligibility does not equate to Title IVE eligibility. Eligibility for Title IVE depends on the family's eligibility for the former ADC program prior to the pre-TANF waivers.)

MA coverage is the same regardless of whether the child is a IVE recipient or a department ward. Thus, we propose using the designation of "department ward" for all children's services cases which are eligible for MA. This will permit staff to expeditiously establish MA coverage for these children and eliminate the need to register a child for one type of MA, determine Title IVE eligibility, withdraw the previous registration and register the other type of MA.

Please let me know if there is a problem with this approach or if you need additional information.

cc: Sue London
     Carol Kraklan
     Phil Rock
     Sue Doby
     Sue Tomes

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

Ɛ 1

```
From:       Carol Kraklan
To:         DSS.BUIS(TruaxS)
Subject:    Begin Date in Medicaid -Reply
```

No, do not allow this.

Thanks.

```
>>> Steve Truax 05/20/99 04:29pm >>>
should the user have the option to change the Begin Date if Medicaid is
already opened?
```

~~~ ~~~~ ~~~~ ~~~ ~~~ data that should prefill on

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presocki, Manager
        ITMS-SWSS

Date: May 14, 1999

From: Mary Ann Jensen, Manager
        SWSS Policy

MAY 1 7 1999

Subject: Medicaid in SWSS-#4

In the memo from James Beougher to Dawn Shattuck, dated May 11, 1999 and titled "SWSS Application Status", one of the areas of concern identified in the memo was Medicaid. This memo is to further clarify and specify the problems and issues with the Medicaid module that have been discovered during SWSS testing.

Medicaid is a process that should flow in a logical manner, it currently does not. The edits defined in the memos and specifications are also not functioning properly. Input documents to both ASSIST and CIS are generated from the SWSS application for Medicaid registration and opening. If the Medicaid module is going to beneficial to the worker, the changes listed below must take place.

There are four test cases that are used to illustrate the following problems. Three of the cases are converted cases, Magnum White, log #62721, Sarah Alaniz, log #63294 and Diontae Anderson, log #62718. The other case is an add new case, MA Test, log #63989. These cases are foster care cases but the problems identified are also occurring in Juvenile Justice cases. The previously submitted memos regarding Medicaid and screen dumps from SWSS are numbered and attached. Each individual process tested is stapled together. Many of these problems have been reported on the Access log at one time or another.

Unresolved problems that were identified in the memo dated February 2, 1999 and titled "Medicaid Module" are:

- #1 addresses the question, "Is youth receiving MA on a different case?" This is not working correctly. See pages 12-13, Magnum White. "Yes" was selected on this screen, along with generate notice to FIS worker and a FIS worker's load number was entered. The notice did not print and when I went back into the screen the "yes" box was not checked. If the worker selects "yes" to this question it must be saved until the worker selects "no". This is to prevent a worker from registering an MA case when the child is open on another case. This would be especially true if a new worker received the case; therefore this information must be saved in SWSS.

"We Strengthen Individuals and Families Th   ~ ~~

- #2-address the issue of not allowing MA to be opened on a child in certain living arrangements. Magnum White converted into SWSS with a living arrangement of 20-AWOL. A living arrangement that does not allow MA to be opened. See page 11 for a screen dump of converted placements. Medicaid also converted into SWSS as open. The memo states that a message should display for the worker telling him/her to either withdraw the registered MA case or close the MA case is the child is in the defined living arrangements. I did not receive this message when accessing MA.
- #3-I registered the MA case on case registration for Diontae Anderson. See pages 29-34. The child is placed in a relative's home with a funding source of 06-self-supporting. When I access MA there is no message informing me that the living arrangement and funding source do not support MA, nor does it tell the worker to withdraw the MA reg. If the living arrangement is 02-Relative or 22-out of state relatives and the funding source is either 01-Family or 06-Self-supporting MA can not be registered or opened, therefore MA should not allow the MA case to be opened, but I was able to open MA anyway. If the case has been registered or opened a message should inform the worker to either withdraw the registration or close the MA case. This is important, as input documents must be generated from SWSS to input the withdrawal or closing information into another system.
- #4-Sarah Alaniz's MA was registered on the case registration screen. See pages 35-37. I placed her in an out-of state relative's home, living arrangement 27. When I accessed MA the appropriate message displayed on top of the splash screen, "MA eligibility is the responsibility of the other state", but I was not allowed access to the MA screen to withdraw the registration. There was no process to print a 133 to withdraw the registration on ASSIST.

The memo dated February 24, 1999 and titled "Medicaid Module-Addendum to 2/2/99 Memo" was a clarification of the above stated memo. It also detailed requirements for the Report Generation Menu that have not been accomplished for the 133 process. The other process mentioned above and not detailed in this memo, is ability to generate a 133 to withdraw a MA case. This is detailed in the ASSIST/CIS specifications.

The third memo, dated February 25, 1999 and titled "Addendum-Medicaid Closing in SWSS and the FIA-176" also has unresolved issues. These are:

- The memo states that if there is a "Y" in front of the closing code a FIA-176 is generated by CIS and will not need to be generated by SWSS. When the worker selects Close MA in SWSS a check box "Print FIA-176 Client Notice" is always displayed on the screen and is not dependent upon the closing code entered. SWSS must be changed to only display this check box if the worker enters closing code 98-Other. See page 8.
- A negative action date is not required to be entered in SWSS. This is generated by CIS but there is a field in SWSS for the worker to enter the negative action date and this also printed on the closing 5S to close MA. See page 8 and page 10. This is incorrect.
- The memo also details that if the closing code is 98-other that a negative action date is to be generated by SWSS and printed on the FIA-176 (not the 5S). It states, "The 'cancelled effective' date on the FIA-176 should be the last day of the current month if the worker closes MA in SWSS before the 16th of the month. If the (sic) MA is

closed within SWSS on or after the 16th of the month the date that should prefill on the FIA-176 should be the last day of the next month. (We are checking with the Department of Community Health to ensure that this is the correct date.)" The date on the FIA-176 was today's date. See page 9. This is incorrect.

- The wording on the FIA-176 is also not as specified in the requirements. See page 7 and 9. The case number did not print on the form. The discrimination statement also did not print on the form. The wording that is printed on the FIA-176 must be printed on the SWSS generated form exactly as stated in the memo. Do not bold any inserted characters in the form. Only bold the form name, "Notice of Case Action".
- The memo also states that if a child's case converted into SWSS with open MA and an invalid living arrangement for MA, then a message should tell the worker that s/he must close the MA case. This is also true if the worker registers or tries to open an MA case in SWSS. Magnum White's converted living arrangement is 20-AWOL. MA was also converted into SWSS and open, when the MA screen was accessed, there was no message informing the worker to close MA. See page 11 for converted living arrangement.

Other issues and problem with MA include:

- When testing on the MA Test case, log #63989, register MA is selected on the case registration screen and this works correctly. (See page 14) The MA screen is accessed and the register MA button is grayed out, which is also correct (page 17) The tester then attempted to select the "Yes" for child open on another MA case but can not and the register MA button becomes active again (page 18). The withdraw MA button was selected and "Child open on another MA case" disappears from the screen but the "Generate Notice and FIS worker Load # does not. The reason a worker would want to withdraw the MA registered would be because the child was open on another case (page 19). When withdraw MA is selected, the register MA button is still checked and the 133 to withdraw the registration is not generated (page 20).
- MA was registered on the case registration screen for MA Test. "No" was selected for "Youth open on another MA case?" and the register MA button becomes active again (page 21). It is already registered. Open MA is then selected and the MA register button is still active (page 22). The print 5S button is checked and opening information is entered on the screen. Continue is selected and SWSS prints an opening 5S. It does not print a 133, which it should not, but the register MA button is still active (pages 22-23). This is confusing.
- The MA case is closed on the MA Test case. MA is again accessed and register, open, print 133 and print 5S buttons are selected. ADO error 2147217900 was received (page 24). The 133 and 5S were generated (pages 25-27) but the previous negative action date and code was printed on the opening 5S (page 27). They should not be printed on an opening 5S.
- A test to only register MA in the MA module did not work correctly. This process was tested twice. Register MA was selected along with print 133 and then continue was selected. The screen just hung there and after 2-3 minutes file-exit was selected. The 133 never did print. (See page 28) The other problem with this process is that if there is no MA registered or opened the update/close buttons should not be active. They should be grayed out, as they are not valid selections.

I hope that this memo will clarify the policy office's expectation regarding MA. Policy office staff and I would be willing to meet with you and your staff to discuss and clarify these issues, if necessary.

Thank you for your time and attention to this matter. Please contact me at 3-2084 if you have any further questions.

cc: Sue London
     Sue Tomes
     Phil Rock
     Carol Kraklan

File   Screens   Autoflow   Corrections   Help

Medicaid Data

Case Name :
Case # :
Assigned: 3303003603

Log # : 62721
Program: CFC
Status: Registered

○ Register Medicaid   Is youth open on another MA case? ● Yes ○ No   ☑ Generate Notice to FIS to close youth
○ Open Medicaid   MA cannot be opened until youth is closed on the other case.
○ Update Medicaid   **Enter FIS Load Number**   3303005408
○ Close Medicaid

☐ Print FIA-5S to Maintain Medicaid   ☐ Print FIA-133 to Register Medicaid

Cancel   Continue

Enter a check mark to generate a close notice printed for the FIS

05/13/1999 12:24:32

I went in + said "yes" youth open on
Another MA case generate notice + input IIS
workers load #

— The notice did _not_ print

— when I went back into MA from Main menu
"Yes" was Not Saved - See next screen

?.. ?   (12)

Medicaid Data

Case Name:		Log #: 62721
Case #:		Program: CFC
Assigned: 3303003603		Status: Registered

- ○ Register Medicaid   Is youth open on another MA case? ○ Yes ○ No
- ○ Open Medicaid
- ○ Update Medicaid
- ○ Close Medicaid
- ☐ Print FIA-5S to Maintain Medicaid   ☐ Print FIA-133 to Register Medicaid

Cancel   Continue

System Help Messages Will Be Displayed Here

05/13/1999 12:25:18

Yes - not saved

2 - 9

(13)

Foster Care Case Registration

File   Sections   Autoflow   Corrections   Help

Assigned Worker: 3303003 603
Secondary Worker:
Registration Date: 05/01/1999

Legal Status: 42 Temporary Court Ward–Neg

Last Name: Test   First: Ma   Middle: Case #: v2425432a   □ PSI
AKA: Accept Date: 05/01/1999
Street: 235 Grand Ave   Res. County: 33 INGHAM
City: Lansing   State: MI   Zip Code: 48912   Res. District: 0 None
Phone: ( ) -   Alt. Phone: ( ) -   Date of Birth: 04/15/1999   Date of Birth Est? □ Yes ☑ No
Sex □ Male ☑ Female   Client Id: 0038383731   SSN: 375-49-3845
Language: E English   Migrant Status □ Yes ☑ No   ☑ Register MA with Services
Primary Race: 1 White   Has the question been asked:
                           "Does this child have any North   ☑ Yes □ No
Secondary Race: American Indian Heritage?"
Secondary Race: Tribal
Hispanic Ethnicity: N No   Documentation □ Pending □ Verified ☑ None

[Change Companion Group]   [View (0) Companions]   [Print FIA 133a]   [Cancel]   [Continue]

Select if NO documentation

05/13/1999 12:32:51

I Registered MA on Case Reg. Screen this works correctly.

2. / 0

⑭

ASSIST SERVICES REFERRAL REGISTRATION AND CHANGES - Michigan Family Independence Agency

This document was created by the SWSS Application, Log No. **63989**

1. Case Name	2. Homeless	3. Living Arrangement	4. Case Number
Test, Ma	N	CFC	V2425432A

5. Residential Address

6. Group Mailing Address (Address Interfaced to CIS for mailing purposes)
a. Attn: Care Of
b. Misc. Address Info.
c. Street Address
d. 2nd Address Info.

a. Attn: Care Of

b. Misc. Address Info.

c. Street Address
235 Grand Ave

d. 2nd Address Info.

e. City	f. State	g. Zip Code
Lansing	MI	48912

h. Home Phone	i. Alt. Phone	j. TTY/TDD
()	()	

e. City	f. State	g. Zip Code

7. Residence County / District	8. Service County / District
33 00	33 03

9. Representative Type

10. Representative Name / Agency Name (Payees, Contacts, 3rd Party(see page 2 for Rep, Address and Phone Number)

11. Initial Client Name, Demographic Information, Registration Program Choices and Withdrawal/Denial Disposition (Additional Clients on following pages)

a. Last Name, First Name, M.I., Suffix	b. Grantee	c. Primary Language	d. Client ID	e. Social Security No.	f. Date of Birth	g. Estimated Date of	h. Sex
Test, Ma	Y	English	0038383731	375-49-3845	04/15/1999	N	F

i. Previous Names, A.K.A., etc.	j. Migrant Indicator	k. Race Code	l. Multiracial	m. Secondary Race Code 1. 2.	n.Hispanic	o. Tribal Doc.
	N	1	N		N	N

Member Detail (Check appropriate Box if "yes" ☐ Parent of Child ☐ School Full Time

☐ Newborn ☐ Disabled ☐ Caretaker of Disabled Spouse/C ☐ Pregnant ☐ Refugee

p. Program Choices	q. Wdl / Den Code
Program 1 Program 2	Program 1 Program 2
CFC	Dept. Ward MA

Service Registration, Referral or Change Data

28. Referral/Change Date	14. Load Number				58. Worker Signature
05/01/1999	District	Section	Unit	Worker	
	03	00	36	03	

28. Referral Narrative:

FIA-133 facsimile Crystal Reports (SWSS App.)
Printed: 05/13/1999 @ 12:33:34PM

Page 1 of 2

Printed: 05/13/1999 12:33:34PM

ASSIST SERVICES REFERRAL REGISTRATION AND CHANGES - Michigan Family Independence Agency

This document was created by the SWSS Application, Log No.:**63989**

1. Case Name	4. Case Number
Test, Ma	**V2425432A**

10. Representative Name / Agency Address (continu

a. Attn: Care Of

b. Misc. Address Info.

c. Street Address

d. 2nd Address Info.

e. City	f. State	g. Zip Code

h. Home Phone	i. Alt.	j. TTY/TDD

17. Other Group Member Address

Specify line No. of Member | a. Attn: Care Of

b. Misc. Address Info.

c. Street Address

d. 2nd Address Info.

e. City	f. State	g. Zip Code

h. Home Phone	i. Alt. Phone

2. /2

(16)

FIA-133 facsimile Crystal Reports (SWSS App.)
Printed: 05/13/1999 @ 12:33:34PM

Page 2 of 2

File Screens Autoflow Corrections Help

Medicaid Data

Case Name : **Test, Ma** Log # : **63989**
Case # : **V2425432A** Program: **CFC**
Assigned: **3303003603** Status: **Registered**

( ) Register Medicaid   Is youth open on another MA case? ( ) **Yes** ( ) **No**

( ) Open Medicaid

( ) Update Medicaid   [ ] Withdraw MA Registration

( ) Close Medicaid

[ ] Print FIA-5S to Maintain Medicaid   [ ] Print FIA-133 to Register Medicaid

Cancel   Continue

System Help Messages Will Be Displayed Here

05/13/1999 12:51:34

MA knows that I Reg. MA on Last Reg &
is grayed out - Correct

2 . 13   ⑰

Medicaid

File   Screens   Autoflow   Corrections   Help

✚   **Medicaid Data**

Case Name : **Test, Ma**   Log # : **63909**
Case # : **V2425432A**   Program: **CFC**
Assigned: **3303003603**   Status: **Registered**

◉ Register Medicaid   Is youth open on another MA case? ○ **Yes** ○ **No**   ☐ Generate Notice to FIS to close youth
○ Open Medicaid   MA cannot be opened until youth is closed on the other case.
                                    Enter FIS Load Number
○ Update Medicaid   ☐ Withdraw MA Registration

○ Close Medicaid

☐ Print FIA-SS to Maintain Medicaid   ☐ Print FIA-133 to Register Medicaid

Cancel   Continue

Enter a check mark if the youth is currently active on another Medicaid case

05/13/1999 12:51:53

I can't select "yes" child open
On another case + the Reg. MA button
activates

2-14   18

05/13/1999 12:52:17

When I select w/draw to Reg. button
IS Still checked - also 133 to w/draw
Reg. does not PRINT

(20)

2.16